Administrative Council
Agenda Packet

| December 6, 2024 | Online via Microsoft Teams | 10:00 a.m. |

Enclosed are the agenda and prepared attachments for this meeting.

Copies of these materials may be made at the public's expense.

The public may participate by using the following URL:

https://go.sjvls.org/admin241206

To participate in the meeting by telephone, call:

(559) 785-0133

Enter Phone Conference ID: 660 058 057#

The public may also participate at any of these teleconference locations:

Coalinga-Huron District Library: 305 NORTH 4TH ST, COALINGA CA 93210

Fresno County Public Library: 2420 MARIPOSA ST, FRESNO CA 93721

Kern County Library: 701 TRUXTUN AVE, BAKERSFIELD CA 93301

Kings County Library: 401 NORTH DOUTY, HANFORD CA 93230

Madera County Library: 121 NORTH G ST, MADERA CA 93637

Mariposa County Library: 4978 10TH ST, MARIPOSA CA 95338

Merced County Library: 2100 O ST, MERCED CA 95340

Porterville City Library: 15 E. THURMAN AVE. SUITE A, PORTERVILLE, CA 93257

Tulare County Library: 200 WEST OAK AVE, VISALIA CA 93291

Tulare Public Library: 475 NORTH M ST, TULARE CA 93274

Accessibility and Accommodations: In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the San Joaquin Valley Library System at (559) 600-6256 no later than 10:00 a.m. on Thursday, December 5, 2024.

Public records: Disclosable public records related to this agenda are available for public review at the Fresno County Public Library, Business Office, located at 2420 Mariposa Street, Fresno, CA 93721, during regular business hours, 8:00 a.m. – 5:00 p.m., Monday through Friday.

AGENDA

A. COUNCIL OPENING

1. Call to Order
2. Introductions
3. Adoption of the Agenda
4. Public Comment – The Public may comment on any items relative to SJVLS and not on the agenda.

B. CONSENT AGENDA

1. APPROVAL: Draft minutes of August 20, 2024 (Attachment 1)
2. APPROVAL: Draft minutes of October 4, 2024 (Attachment 2)
3. APPROVAL: Financial Updates (Attachment 3)

C. ITEMS FOR DISCUSSION AND ACTION

1. ACTION: ERC Recommendation to Add Udemy – Wymer (Attachment 4)
2. ACTION: Approve BC Mobile 2.0 Privacy Policy – Wymer (Attachment 5)
3. ACTION: Automation Committee Recommendation to Migrate to CloudNine – Wymer (Attachment 6)
4. DISCUSSION: AB 1825: California Freedom to Read Act – Wymer
5. DISCUSSION: AB 1637: Local Government Internet Websites and Email Addresses – Wymer
6. DISCUSSION: Online Tutoring Services RFP Evaluation – Wymer

D. STAFF REPORTS

1. Chair
2. State Library – Written Report Attached (Attachment 7)
3. Administrative Librarian
4. System Administrator
5. Senior Network Systems Engineer

E. DIRECTOR COMMENTS

Council members have the opportunity to share items relating to collaboration, innovation, and professional development of interest to the Council.

F. CALENDAR ITEMS

1. Set the date and agenda building for the next meeting, tentatively Friday, February 7, 2024 online via Microsoft Teams.

G. ADJOURNMENT

SAN JOAQUIN VALLEY LIBRARY SYSTEM

Administrative Council Meeting
August 20, 2024 Via Teams

DRAFT MINUTES

A. COUNCIL OPENING

1. Krista Riggs (Madera County), called the meeting to order at 11:33 am.
2. Roll Call
   i. Council present: Krista Riggs (Madera), Andie Sullivan (Kern County), Mary Leal (Coalinga/Huron), Sally Gomez (Fresno), Rebecca Jauregui (Porterville), Darla Wegener (Tulare County), Heidi Clark (Tulare Public), Amy Taylor (Merced County), and Vikki Cervantes (Kings County)
   ii. Council absent: Tony Arellano (Porterville).
   iii. Staff present: Chris Wymer and Kevin Nelson.
   iv. Guests: Mark Lewis (Kern County), Shalyn Pineda (Kern County), and Brian Henderson (Henderson CPA).
   v. Introductions were done.
3. Agenda Adoption
   i. Motion to Adopt Agenda: Cervantes (Kings County)
   ii. Seconded: Clark (Tulare Public)
4. Public Comment
   i. Leal commented on agenda item. Will not be able to vote but ask for clarification.

B. ITEMS FOR INFORMATION AND ACTION

1. Wymer is seeking approval of the recommended action to initiate a 1-year subscription to HelpNow and VetNow for all members with expenditures coming from SJVLS's fund balance. Members that previously paid for their own subscriptions can decide whether they want to request a refund or credit that can be used on other Brainfuse products. The cost for the 1-year subscription is $231,700. There are also alternative options. Alternative Action 1 is that there is approval of a systemwide 1-year subscription to Brainfuse's HelpNow, VetNow, and CollegeNow products for all members at a cost of $245,000. Alternative Action 2 is that there is an approval of 1-year subscription to Brainfuse's HelpNow and VetNow only for the members that have not started their own subscriptions at a cost of $150,450. Alternative Action 3 is that there is approval of a 1-year subscription to Brainfuse's HelpNow, VetNow, and CollegeNow only for the members that have not paid their own subscriptions at a cost of $159,450. Alternative Action 4 is that there is approval of a 1-year subscription to Brainfuse's HelpNow and VetNow for all members except Fresno County at a cost of $153,700. Alternative Action 5 was to forgo a systemwide subscription. Members that already subscribed see no changes. Members that did not start

their own subscriptions would be able to decide on their own how they want to proceed.

2. Council discussed all the alternative actions. Cervantes and Wegener reached out and had a meeting with Brainfuse. Some council members noted that the quotes were high, and not sure they would use the services or miss them. Other council worried about budgets and adding services that might later be unavailable. Wegener added that CollegeNow is helpful to fill out applications, admission, personal assistance all of which are very much needed. After reviewing recommended action and all alternative actions a motion was made to approve Alternative Action #1.

    i.   Motion made: Gomez (Fresno County)
    ii. Seconded: Clark (Merced County)

C. CALENDAR ITEMS

1. Set the Date and agenda building for the next meeting.
    i.   October 4th, 2024, at the Dinuba Library.

D. ADJOURNMENT

1. The meeting was adjourned at 12:17 pm.

SAN JOAQUIN VALLEY LIBRARY SYSTEM

Administrative Council Meeting
October 4, 2024

DRAFT MINUTES

A. COUNCIL OPENING
1. Krista Riggs (Madera County), called the meeting to order at 10:23 am.
2. Roll Call
   i. Council present: Sally Gomez (Fresno County), Mark Lewis (Kern County), Vikki Cervantes (Kings County), Krista Riggs (Madera County), Amy Taylor (Merced County), Heidi Clark (Tulare Public), and Darla Wegener (Tulare County).
   ii. Council absent: Mary Leal (Coalinga/Huron) and Matt Johnson (Mariposa County).
   iii. Staff Present: Chris Wymer (SJVLS) and Kevin Nelson (SJVLS).
   iv. Guests: Josh Chisom (California State Library) and Brian Henderson (Herndon CPA).
3. Introductions
   i. Staff introductions were conducted.
4. Agenda Adoption
   i. Motion to modify Item C, #3 to discussion Cervantes (Kings County)
   ii. Seconded by Lewis (Kern County)
5. Public Comment
   i. None

B. CONSENT AGENDA
1. Motion to approve draft minutes of August 9th, 2024, and financial updates.
   i. Motion made by Lewis (Kern)
   ii. Seconded by Cervantes (Kings)

C. ITEMS FOR INFORMATION AND ACTION
1. Wymer is seeking approval to issue an RFQ for Tutoring Services with a subscription start date of September 2025 and authorizing the Electronic Resources Committee to review and evaluate vendor responses to the RFQ and prepare a recommendation to Administrative Council. The Electronic Resources Committee will be responsible for reviewing and evaluating responses and preparing a recommendation for Administrative Council. Wegener inquired about multi-year asks. Wymer said if State Library provides subscription this will be cancelled. We have until December/January to receive and review vendor proposals and presentations. Wymer will get feedback from Teen Council to see if useful, responses due by Christmas. By February it gives time to be in final budget. After discussion and questions, a motion was made.

          i. Motion made to approve #1 and authorize #2 Cervantes (Kings)

         ii. Seconded by Clark (Tulare Public)

2. Wymer is seeking to approve draft public records request policy. Approval of the recommended action will establish a formal policy and procedure for member libraries to submit Public Records Requests to SJVLS for processing and outline the responsibilities of SJVLS staff and members of library staff. Wymer thanked Wegener for her help on this.

          i. Motion made to approve the draft Cervantes (Kings)

         ii. Seconded by Lewis (Kern)

3. Discussion on migrating PC Reservation to the CloudNine platform and migrating LPT: One when the service becomes available. Wymer did not receive a quote, so council will just discuss. CloudNine will move PC reservations to cloud server owned and operated by Envisionware. This has modernization updates, more streamline and additional functionality. Wymer explained other option is to go back to an RFP if we wanted to. We have not done this in a long time. There are other vendors that provide this service.

D. STAFF REPORTS

1. Chair

          i. No Report.

2. State Library

          i. Public Library Survey data now available. New survey is open.

         ii. Marketing toolkits available.

        iii. Lunch in the Library grant application is open.

        iv. Broadband will be at CLA and State Library will have a booth.

         v. Info session for current members and prospective members.

3. Administrative Librarian

          i. Back in August we were contacted by Covered CA. Told them we are not the right ones, Taylor and Cervantes also spoke to them but have not heard anything yet.

         ii. In August received 22-23 true up from State from CENIC. Most is entered but need to get a few pieces of info. Chisom will raise the issue during the standing meeting.

        iii. Firebaugh and Porterville work is done. Just need to wrap up grant. Request for estimate for Firebaugh. CENIC has not been involved for 12 months.

        iv. Porterville was $5K underspent. Working with Chisolm to figure out what to do.

         v. The Administrative Librarian recruitment is out. If it goes continuous will add to additional postings.

4. SJVLS – System Administrator

          i. Horizon has been upgraded. There were some issues, but they are working on it.

         ii. Overdrive authentication, working on transitions.

        iii. BC Mobile 2.0. - Automation Committee approved to enter but will not move forward until able to link accounts.

      iv.   Updated Advanced Search page.

      v.   View Borrower info screen needed to be updated so it looks like what staff are familiar with.

      vi.   Updated Cataloging Policy and it has been approved by ERC.

      vii.   Horizon preferred name and legal name field options now available. Preferred name is not an alias or nick name. Cannot include hateful spelling or profanity.

5. Senior Network Systems Engineer

      i.   Wireless project moving forward, doing installs.

      ii.   Processing invoices.

      iii.   Will open full PC order, won't know prices until we know how many orders.

      iv.   Backup A/C for network plan, Nelson is working on it and will bring back later.

E. DIRECTOR'S COMMENTS

1. Clark (Tuare Public) – Had Banned Book Night, there was not enough interest to do National Night at the Library. Next year is our 15th in the building. Spooktacular Event next Saturday. Staff returning from leave next week. We hosted 4th grade tours. Master Gardner and Master Food programs going well. Pumpkin Succulent program filled up in 1.5 hours.

2. Gomez (Fresno) – Working on Infrastructure Grant projects.

3. Lewis (Kern) – Working on Infrastructure projects. Hoping to get SW Branch back open in December, had a lot of problems. We have been doing Open Houses, have 3 coming up.

4. Wegener (Tulare) - Dinuba is technically completed. Had to pay extra, only circ desk came in lower than estimate. We are having some issues with the HVAC and temperature. Springville groundbreaking and project to take 19 months. This project is not grant funded. Alpaugh is in the early part of design phase. Orosi - met with architect team and waiting to see drawings. Has historical significance, last built Carnegie Library in the State. Overdrive will add books to your collection that you didn't purchase, just FYI. Working on library policy, which was approved in 1982. Wrote all our procedures and make sure we abide by policies. Book Festival is tomorrow the 7th annual, and we had two featured authors.

5. Taylor (Merced) – 3rd Author Book Fair on September 14th, we had about 100 people and press coverage from both newspapers. There will be two more events. There is another author event next week and following week, one will be a UC Merced Professor. Our extended hours are going well. We are having lots of class visits.

6. Cervantes (Kings) – Lindsay is the only grant this month from State of California Building Forward. We have two renovation projects, 60% done hoping to be at 90% by November 1st. Being involved as a director has been great. We're doing a full-time recruitment for LA1 in Hanford. County did Salary and Compaction Study and it is on their website. FOL book sale is coming up on September 26th. Tony received 20 years of service award for service to Porterville.

7. Riggs (Madera) – Our A/C still not fixed. We are working shorter days. The

compressor broke and it will be about another month to get the part. The part was installed but part was faulty. Rush order then delayed due to hurricane. It is supposedly in Georgia and on its way. So many people have been reaching out to Board/CAO. Grant for renovation at Courthouse Park.

F. CALENDAR ITEMS
1. Date and location for next Administrative Council Meeting
    i. December 6th, 2024 via Teams

G. ADJOURNMENT
1. The meeting was adjourned

DATE:	December 6, 2024
TO:	SJVLS Administrative Council
SUBMITTED BY:	Brian Henderson, Henderson CPAs. Fresno County Fiscal Agent
SUBJECT:	Financial Update Report

Recommended Action:

Approve acceptance of monthly financial update through the month of October 2024.

Fiscal Impact:

There is no fiscal impact associated with the recommended action. SJVLS JPA funds are held by Fresno County as the fiscal agent and provides contracted controller and accounting services. All County related costs associated with the fiscal administration are funded with funds set aside for planning and evaluation administration.

FINANCIAL UPDATE REPORT

A. FINANCIAL REPORTS

1. Financial reported expenses through October 31, 2024.
   - i. Item 2 - Costs by class/cost center report included.
   - ii. Item 3 - CLSA Status update report
   - iii. Item 4 - Online Materials Status update report
2. Revenue Billed: $2,748,939
3. System Committed Reserves
   - i. SJVLS Assigned - $1,411,213
   - ii. Members Committed Tech Reserves $1,064,011

B. OUTSTANDING RECEIVABLE TOTAL: $314,642 (as of 11/26/2024)

1. Member Fees, Postage, Smart Net and other selection: $314,642
2. E-Rate receivable- $0 (FY23-Pending)
3. Fortinet: None
4. Electronic Resources -Cloud Library: None
5. Telecommunications Invoices: $0

C. CLSA ALLOCATION UPDATE

1. Board approved CLSA service plan on May 2024 in the amount of $240,500
2. Expenses and Estimates:
   - i. Delivery Services budgeted - $240,500
   - ii. Oher Operations for e-resources - Budgeted $0.
   - iii. Total Expenses through 10/31/2024- $60,458
3. Funding Rollover: $0

D. ONLINE MATERIALS STATUS UPDATE

1. Online Materials expenses total $144,418, with prepaid expenses of $277,366, including $231,700 paid for Brainfuse, leaving unspent funds of $80,156, which includes the $231,700 budget amendment for Brainfuse (HelpNow, VetNow), as approved by Admin Council on August 20, 2024. The plan of service was approved by the Board on May 24, 2024.

E. TRANSFER OF OWNERSHIP

1. Statements have been sent through:
    i. September 2024 Activity.
2. Costs were deducted from the Members' Tech Reserve.

F. PRE-PAID TECH RESERVE

1. Total balance - $ 4,417,072 (through October 2024)
    - Emailed to Admin Council
2. Under committed System projects
    - Total Reserves $2,668,714

G. UNEARNED GRANT REPORT & BROADBAND PROJECTS

1. Total Balance - $15,126
    i. Porterville Phase III - $0 (spent final $34,007 in Sep. 2024)
    ii. Firebaugh CSL Connect Grant - $9,119 (spent $743 in Oct. 2024)
    iii. Porterville CSL Connect Grant - $6,007 (spent $19,493 in Sep. 2024)
2. Fiber Project Year 8.   In progress. The Board approved on April 16, 2021 for SJVLS participation in CENIC Year 8.
    i. Total Budget - $485,942
    ii. Total Spent as of October 31, 2024 - $323,648

SJVLS
Budget to Actual- System Wide

	TOTAL		
	Original Budget	**Current Budget**	**Actual Jul 24 - Oct 25**
Revenues			
3380 · **Interest**	$ 145,000	$ 145,000	$ 67,091
3575 · **State Grants**	240,198	103,075	56,750
4375 · **Federal Grants**	-	-	-
4841 · **Membership Dues**	2,012,000	2,012,000	2,012,000
5039 · **Tech Reserve Charges**	1,599,057	1,599,057	366,466
5040 · **Other Cty Dpts Services**	48,000	48,000	44,040
5501 · **Projects e-Rate Earned**	461,605	461,605	107,592
5504 · **Telephone Services**	538,395	538,395	95,000
5831 · **Refunds And Abatements**	-	-	-
Total Revenues	5,044,255	4,907,132	2,748,939
Expenditures			
7005 · **Sealer Paper**	-	-	3,263
7040 · **Telephone Charges**	1,280,000	1,280,000	249,602
7055 · **Food**	1,000	1,000	-
7101 · **General Liability Insuranc**	5,000	5,000	2,006
7175 · **Property Insurance**	4,800	4,800	1,850
7205 · **Maintenance-Equipment**	458,000	458,000	259,766
7250 · **Memberships**	3,390	3,390	3,390
7265 · **Office Expenditures**	117,826	117,826	-
7268 · **Postage**	41,000	41,000	8,645
7286 · **PeopleSoft Human Resources**	2,000	2,000	-
7287 · **PeopleSoft Financials Chg**	2,500	2,500	-
7295 · **Professional & Specialized**	2,049,985	2,049,985	542,660
7296 · **Data Processing Services**	7,400	7,400	6,507
7325 · **Publications & Legal Notic**	5,000	5,000	-
7385 · **Small Tools & Instruments**	1,665,631	1,665,631	476,434
7406 · **Library Materials**	125,400	357,100	38,617
7412 · **Mileage**	500	500	-
7415 · **Trans, Travel & Education**	25,000	25,000	1,995
7416 · **Trans & Travel County Gara**	255,500	255,500	60,458
7430 · **Utilities**	40,000	40,000	13,333
7565 · **County Cost Plan**	15,000	15,000	-
Total Expenditures	6,104,932	6,336,632	1,668,524
Net Change in Fund Balance	$ (1,060,677)	$ (1,429,500)	$ 1,080,415

SJVLS Budget to Actual
130- Computer Operations

		TOTAL	
	Original Budget	**Current Budget**	**Actual Jul 24 - Oct 25**
Revenues			
3380 · **Interest**	$ 144,698	$ 144,698	$ 67,091
3575 · **State Grants**	-	-	-
4375 · **Federal Grants**	-	-	-
4841 · **Membership Dues**	1,037,864	1,037,864	1,037,864
5039 · **Tech Reserve Charges**	-	-	878
5040 · **Other Cty Dpts Services**	-	-	-
5501 · **Projects e-Rate Earned**	-	-	68,488
5504 · **Telephone Services**	-	-	-
5831 · **Refunds And Abatements**	-	-	-
Total 130- Computer Operations Revenues	1,182,562	1,182,562	1,174,321
Expenditures			
7005 · **Sealer Paper**	-	-	-
7040 · **Telephone Charges**	-	-	-
7055 · **Food**	-	-	-
7101 · **General Liability Insuranc**	-	-	-
7175 · **Property Insurance**	-	-	-
7205 · **Maintenance-Equipment**	310,000	310,000	259,766
7250 · **Memberships**	150	150	150
7265 · **Office Expenditures**	25,000	25,000	-
7268 · **Postage**			-
7286 · **PeopleSoft Human Resources**	1,500	1,500	-
7287 · **PeopleSoft Financials Chg**	500	500	-
7295 · **Professional & Specialized**	1,051,100	1,051,100	171,894
7296 · **Data Processing Services**	4,400	4,400	6,507
7325 · **Publications & Legal Notic**			-
7385 · **Small Tools & Instruments**	15,000	15,000	-
7406 · **Library Materials**			-
7412 · **Mileage**			-
7415 · **Trans, Travel & Education**	25,000	25,000	1,995
7416 · **Trans & Travel County Gara**	15,000	15,000	-
7430 · **Utilities**	40,000	40,000	13,333
7565 · **County Cost Plan**	-	-	-
Total 130- Computer Operations Expenditures	1,487,650	1,487,650	453,644
Net Change in Fund Balance	$ (305,088)	$ (305,088)	$ 720,677

SJVLS Budget to Actual
1301- TRD ERC and Equipment Orders

	TOTAL		
	Original Budget	**Current Budget**	**Actual Jul 24 - Oct 25**
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	817,500	817,500	78,428
5040 · Other Cty Dpts Services	-	-	-
5501 · Projects e-Rate Earned	-	-	-
5504 · Telephone Services	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 1301- TRD ERC & Equip Revenues	817,500	817,500	78,428
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	37,500	37,500	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	-	-	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	-	-	-
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	780,000	780,000	61,034
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
Total 1301- TRD ERC & Equip Expenditures	817,500	817,500	61,034
Net Change in Fund Balance	$ -	$ -	$ 17,394

SJVLS Budget to Actual
1301.1- TRD Overdue Notices and Library Cards

	TOTAL		
	Original Budget	**Current Budget**	**Actual Jul 24 - Oct 25**
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	61,000	61,000	11,908
5040 · Other Cty Dpts Services	-	-	-
5501 · Projects e-Rate Earned	-	-	-
5504 · Telephone Services	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 1301.1- Notices & Lib Cards Revenues	61,000	61,000	11,908
Expenditures			
7005 · Sealer Paper	-	-	3,263
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	-	-	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	20,000	20,000	-
7268 · Postage	41,000	41,000	8,645
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	-	-	-
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	-	-	-
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
Total 1301.1- Notices & Lib Cards Expenditures	61,000	61,000	11,908
Net Change in Fund Balance	$ -	$ -	$ -

SJVLS Budget to Actual
1301.2- Tech Plan

	TOTAL		
	Original Budget	**Current Budget**	**Actual Jul 24 - Oct 25**
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	-	-	-
5501 · Projects e-Rate Earned	-	-	-
5504 · Telephone Services	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 1301.1- Notices & Lib Cards Revenues	-	-	-
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	-	-	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	-	-	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized		-	-
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	270,900	270,900	243,462
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
Total 1301.1- Notices & Lib Cards Expenditures	270,900	270,900	243,462
Net Change in Fund Balance	**$ (270,900)**	**$ (270,900)**	**$ (243,462)**

SJVLS Budget to Actual
150- UMS Debt Collection

	Original Budget	Current Budget	Actual Jul 24 - Oct 25
		TOTAL	
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	16,000	16,000	3,694
5040 · Other Cty Dpts Services	-	-	-
5501 · Projects e-Rate Earned	-	-	-
5504 · Telephone Services	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 150- UMS Debt Collection Revenues	16,000	16,000	3,694
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	-	-	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	-	-	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	16,000	16,000	3,694
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	-	-	-
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
Total 150- UMS Debt Collection Expenditures	16,000	16,000	3,694
Net Change in Fund Balance	$ -	$ -	$ -

SJVLS Budget to Actual
200- CSLA Funded Delivery

		TOTAL		
	Original Budget	Current Budget		Actual Jul 24 - Oct 25
Revenues				
3380 · Interest	$ 302	$ 302	$	-
3575 · State Grants	240,198	103,075		-
4375 · Federal Grants	-	-		-
4841 · Membership Dues	-	-		-
5039 · Tech Reserve Charges	-	-		-
5040 · Other Cty Dpts Services	-	-		-
5501 · Projects e-Rate Earned	-	-		-
5504 · Telephone Services	-	-		-
5831 · Refunds And Abatements	-	-		-
Total 200- CSLA Funded Delivery Revenues	240,500	103,377		-
Expenditures				
7005 · Sealer Paper	-	-		-
7040 · Telephone Charges	-	-		-
7055 · Food	-	-		-
7101 · General Liability Insuranc	-	-		-
7175 · Property Insurance	-	-		-
7205 · Maintenance-Equipment	-	-		-
7250 · Memberships	-	-		-
7265 · Office Expenditures	-	-		-
7268 · Postage	-	-		-
7286 · PeopleSoft Human Resources	-	-		-
7287 · PeopleSoft Financials Chg	-	-		-
7295 · Professional & Specialized	-	-		-
7296 · Data Processing Services	-	-		-
7325 · Publications & Legal Notic	-	-		-
7385 · Small Tools & Instruments	-	-		-
7406 · Library Materials	-	-		-
7412 · Mileage	-	-		-
7415 · Trans, Travel & Education	-	-		-
7416 · Trans & Travel County Gara	240,500	240,500		60,458
7430 · Utilities	-	-		-
7565 · County Cost Plan	-	-		-
Total 200- CSLA Funded Delivery Expenditures	240,500	240,500		60,458
Net Change in Fund Balance	$ -	$ (137,123)	$	(60,458)

SJVLS Budget to Actual
300- Communications

	Original Budget	Current Budget	Actual Jul 24 - Oct 25
	TOTAL		
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	285,331	285,331	285,331
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	-	-	-
5501 · Projects e-Rate Earned	-	-	-
5504 · Telephone Services	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 300- Communications Revenues	285,331	285,331	285,331
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	280,000	280,000	13,924
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	10,000	10,000	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	-	-	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	118,000	118,000	34,836
7296 · Data Processing Services	3,000	3,000	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	-	-	-
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
Total 300- Communications Expenditures	411,000	411,000	48,760
Net Change in Fund Balance	$ (125,669)	$ (125,669)	$ 236,571

SJVLS Budget to Actual
3301- AR Telco and Fiber Projects

	TOTAL		
	Original Budget	**Current Budget**	**Actual Jul 24 - Oct 25**
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	56,750
4375 · Federal Grants			-
4841 · Membership Dues			-
5039 · Tech Reserve Charges	704,557	704,557	271,559
5040 · Other Cty Dpts Services			-
5501 · Projects e-Rate Earned	461,605	461,605	39,104
5504 · Telephone Services	538,395	538,395	95,000
5831 · Refunds And Abatements	-	-	-
Total 3301- AR Telco Fiber Proj Revenues	1,704,557	1,704,557	462,413
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	1,000,000	1,000,000	235,678
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	52,000	52,000	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	52,826	52,826	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	-	-	-
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	599,731	599,731	169,981
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
Total 3301- AR Telco Fiber Proj Expenditures	1,704,557	1,704,557	405,659
Net Change in Fund Balance	$ -	$ -	$ 56,754

SJVLS Budget to Actual
3301.1- TRD Communication Access Points and Fortinet

		TOTAL	
	Original Budget	Current Budget	Actual Jul 24 - Oct 25
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	48,000	48,000	44,040
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	-	-	-
5501 · Projects e-Rate Earned	-	-	-
5504 · Telephone Services	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 3301.1- Comm & Fortinet Revenues	48,000	48,000	44,040
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	48,000	48,000	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	-	-	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	-	-	-
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	-	-	-
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
Total 3301.1- Comm & Fortinet Expenditures	48,000	48,000	-
Net Change in Fund Balance	$ -	$ -	$ 44,040

SJVLS Budget to Actual
400- Coordination and Evaluation

	TOTAL		
	Original Budget	**Current Budget**	**Actual Jul 24 - Oct 25**
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	460,396	460,396	460,396
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	-	-	-
5501 · Projects e-Rate Earned	-	-	-
5504 · Telephone Services	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 400- Coordination & Eval Revenues	460,396	460,396	460,396
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	1,000	1,000	-
7101 · General Liability Insuranc	5,000	5,000	2,006
7175 · Property Insurance	4,800	4,800	1,850
7205 · Maintenance-Equipment	500	500	-
7250 · Memberships			-
7265 · Office Expenditures	20,000	20,000	-
7268 · Postage			-
7286 · PeopleSoft Human Resources	500	500	-
7287 · PeopleSoft Financials Chg	2,000	2,000	-
7295 · Professional & Specialized	594,785	594,785	126,903
7296 · Data Processing Services			-
7325 · Publications & Legal Notic	5,000	5,000	-
7385 · Small Tools & Instruments			-
7406 · Library Materials	-	-	-
7412 · Mileage	500	500	-
7415 · Trans, Travel & Education			-
7416 · Trans & Travel County Gara			-
7430 · Utilities			-
7565 · County Cost Plan	15,000	15,000	-
Total 400- Coordination & Eval Expenditures	649,085	649,085	130,759
Net Change in Fund Balance	$ (188,689)	$ (188,689)	$ 329,637

SJVLS Budget to Actual
600- Cataloging Center

	TOTAL		
	Original Budget	**Current Budget**	**Actual Jul 24 - Oct 25**
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	88,299	88,299	88,299
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	-	-	-
5501 · Projects e-Rate Earned	-	-	-
5504 · Telephone Services	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 600- Cataloging Center Revenues	88,299	88,299	88,299
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	-	-	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	-	-	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	128,500	128,500	102,772
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	-	-	1,957
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
Total 600- Cataloging Center Expenditures	128,500	128,500	104,729
Net Change in Fund Balance	$ (40,201)	$ (40,201)	$ (16,430)

SJVLS Budget to Actual
800- Online Materials

	TOTAL		
	Original Budget	Current Budget	Actual Jul 24 - Oct 25
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	140,110	140,110	140,110
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	-	-	-
5501 · Projects e-Rate Earned	-	-	-
5504 · Telephone Services	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 800- Online Materials Revenues	140,110	140,110	140,110
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	-	-	-
7250 · Memberships	3,240	3,240	3,240
7265 · Office Expenditures	-	-	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	141,600	141,600	102,561
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	-	-	-
7406 · Library Materials	125,400	357,100	38,617
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
Total 800- Online Materials Expenditures	270,240	501,940	144,418
Net Change in Fund Balance	$ (130,130)	$ (361,830)	$ (4,308)

Admin Council Board Report
CLSA Status Report - FY 23-24
　　　　　　Report Date 10/31/2024

Operations Type	Adopted Budget	CLSA Approved Plan	Total Expenses	Pending Expenses	Estimate Charges (Oct)	Total Projected Expenses	Excess '-" (fund by SJVLS reserves) Unspent "+"	Comments
Delivery - Basic & Sorting	240,500	240,500	60,458	-	-	60,458	180,042	
E-Resources Bibliotheca Cloud Library	-	-	-	-	-	-	-	
	240,500	**240,500**	**60,458**	**-**	**-**	**60,458**	**180,042**	
FY 22-2023 Rollover	-	-	-	-		-	-	
Grand Total	**240,500**	**240,500**	**60,458**	**-**	**-**	**60,458**	**180,042**	

Budget amendment approved:

Basic CLSA Service Plan Expenditure　　　**Total System Delivery Costs**
　　　　　CLSA Allocation $　　　 -　　　　Basic Delivery Costs: $　　60,458
　　　　　Basic Delivery $　　240,500　　　Extra Delivery Stops: $　　　 -
　　　　　E-Resources $　　　 -　　　　　　　　　　　　　　　　 **$　 60,458** Total System Delivery Expenditure
　　Online Materials rollover $　　 -　　　Online Materials rollover $　　　 -

　　　　　　　　　　　　Total fundings Sources Delivery System
　　　　　　　　　　　　　CLSA Funds $　 103,075 Basic
　　　　　　　　　Local Fund Reserve $　 137,425 Basic
　　　　　　　　　　　　　　Madera　　 $　　　 -　　 Premium
　　　　　　　　　　　　　　　 $　 240,500 Total System Delivery Funding
CLSA Amended Service Plan :　　　　　　　Reviewed annually in January for amendment

Online Materials
Financial Update - FY 24-25
Report Date   10/31/2024

Vendor	Budget Amount	Total Expenses	Prepaid Portion Subscription	Unspent	Comments
Funding Source: Membership (cost center 0800)					
Ebooks Bibliotheca (E Resources)	130,400	49,893	-	80,507	
Pronunciator	30,000	9,333	18,667	2,000	
Cengage-Gale Database	62,500	21,130	42,259	(889)	Gale General Database Pkg
Cengage -Gale	33,500	11,678	23,357	(1,535)	Education and Career module & Info Science
Califa- Quipu E Card Registration & Membership	13,840	13,767	-	73	
Brainfuse, LLC (HelpNow, VetNow)	231,700	38,617	193,083	-	
ERC Committee -	-	-	-	-	
	501,940	144,418	277,366	80,156	
Funding Source: CLSA Other (cost center 0201)					
Bibliotheca Cloud Library (E Resources)	-	-	-	-	
Additional Online Materials Resources	-	-		-	
	-	-	-	-	
Grand Total	**501,940**	**144,418**	**277,366**	**80,156**	

	Budget Amount	Total Expenses	Prepaid Portion Subscription	Unspent
Total Funding Sources:	$ 501,940	$ 144,418	$ 277,366	$ 80,156

SJVLS
BALANCE SHEET- SYSTEM WIDE
OCTOBER 31, 2024

	10/31/2024
ASSETS	
Current Assets	
Checking/Savings	
0110 · Cash In Treasury	4,981,506
0111 · Treasury Pool - GASB 31 Adj	266,445
0115 · Chase AP - 3522	59,144
0121 · Chase Merchant - 3506	24,714
0190 · Restricted Cash - Tech Reserve	4,417,072
Total Checking/Savings	9,748,881
Accounts Receivable	
0350 · Accounts Receivable	314,642
Total Accounts Receivable	314,642
Other Current Assets	
0400 · Inventory	2,932
Total Other Current Assets	2,932
Total Current Assets	10,066,455
Other Assets	
0510 · Prepaid Expenses	374,439
Total Other Assets	374,439
TOTAL ASSETS	**10,440,894**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
1210 · Accounts Payable	101,610
Total Accounts Payable	101,610
Other Current Liabilities	
1435 · Tech Reserve Advances	
1435.01 · Coalinga Tech Reserve	53,148
1435.02 · Fresno Tech Reserve	2,170,320
1435.03 · Kern Tech Reserve	573,694
1435.04 · Kings Tech Reserve	260,659
1435.05 · Madera Tech Reserve	101,033
1435.06 · Mariposa Tech Reserve	75,534
1435.07 · Merced Tech Reserve	349,685
1435.08 · Porterville Tech Reserve	404,078
1435.09 · Tulare County Tech Reserve	422,061
1435.10 · Tulare Public Tech Reserve	21,859
Total 1435 · Tech Reserve Advances	4,432,072
1437 · Due To Other Funds-Agencies	24,699
1710 · Unearned Revenue	15,126
Total Other Current Liabilities	4,471,897
Total Current Liabilities	4,573,507
Total Liabilities	4,573,507
Equity	
2230 · Fund Balance - Unassigned	4,456,174
2231 · Fund Balance - Assigned	1,411,213
Total Equity	5,867,387
TOTAL LIABILITIES & EQUITY	**10,440,894**

DATE: December 6, 2024

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: Approve ERC Recommendation to Add Udemy

RECOMMENDED ACTION:

1. Add Udemy to our existing package of Gale resources beginning in FY 2025-26 at a cost of $75,000 per year with FY 2026-27 costs increasing by 3% for an amount of $77,250.

Approval of the recommended action will approve ERC's recommendation to add Udemy to our existing Gale resource package beginning in FY 2025-26 with expenditures being budgeted in Online Materials.

ALTERNATIVE ACTION(S):

ALTERNATIVE ACTION 1

Alternatively, Administrative Council could elect to add Udemy to our Gale resource package beginning in January 2025 at a prorated cost of $37,500, with expenditures being paid for from the Technology Plan. This action would result in a larger savings in fiscal years 2025-26 and 2026-27 than ERC's recommendation.

If this action is taken, Gale will still reduce the cost of our main package to $33,000 in FY 2025-26, which is a savings of $30,000. In addition, Gale will lock-in the pricing for FY 2026-27, resulting in no increase in costs, compared to 3% increases with ERC's recommended action. The table details the resource costs for each fiscal year.

Resource	FY2024-25	FY 2025-26	FY 2026-27
Gale Presents: Udemy	$37,500	$75,000	$75,000
Gale Database Package	Already paid ($63,389)	$33,000	$33,000
Peterson's Test and Career Prep	Already paid ($35,035)	$35,000	$35,000
Total Cost	**$135,924**	**$143,000**	**$143,000**

ALTERNATIVE ACTION 2

Another alternative action would be to forgo ERC's recommendation and not add Udemy to our Gale resource package.

If this action is taken, our Gale Database package and Peterson's Test and Career Prep costs will not be reduced and will be subject to 3-5% increases from their current prices this fiscal year. SJVLS has not received a quote with actual price increases.

FISCAL IMPACT:

Approval of the recommended action will not have a fiscal impact in the current fiscal year, but it will increase membership dues in FY 2025-26. The Online Materials budget will have to increase by $75,000 to account for the addition of Udemy.

Approval of alternative action 1 would not increase membership dues in the current fiscal year. Expenditures for Udemy would be paid from the Technology Plan budget. Online Materials expenditures would need to increase by $43,000 in FY 2025-26 and would increase by $48,290.

Approval of alternative action 2 would not increase membership dues in the current fiscal year, nor would it increase Online Materials expenditures in the current or upcoming fiscal years.

DISCUSSION:

In November 2023, patron responses to a survey on digital resource offerings indicated interest in several resource categories. During the December 14, 2023, Electronic Resources Committee meeting, committee members determined that online learning platforms should be considered as a potential systemwide resource.

SJVLS libraries previously offered a variety of online learning and career preparation resources through the California State Library's Career Pathways program. That program ended September 20, 2024, and online learning resources are no longer available to patrons across the entire system.

Udemy is available from Gale to provide more than 20,000 online learning courses in areas of job training, skills development, certification, and general personal interest. Offering Udemy as a system resource to all member libraries would restore patron access to career development resources. It would also allow libraries to provide courses in personal skills and interests that were identified in the patron survey as a category of interest.

At a special meeting on November 14, ERC recommended adding Udemy as a systemwide resource and recommended a start date of FY 2025-26. If Administrative Council is willing to consider an earlier start date in January 2025, the system could obtain larger savings in future fiscal years costs, while avoiding increasing membership dues by funding the expenditure from the Technology Plan.

PRIOR AGENDA REFERENCE:

ERC Agenda: December 14, 2023 – announcement of patron survey on digital resources
ERC Agenda: February 15, 2024 – discussion of priority resource categories
ERC Agenda: April 18, 2024 – discussion of priority resource categories
ERC Agenda: August 15, 2024 – discussion of trial access to Udemy
ERC Agenda: October 17, 2024 – discussion of Udemy as a potential systemwide resource

ATTACHMENTS INCLUDED AND/OR ON FILE:

None.

Motion: Second:

_____ PASSED   ____ REJECTED

DATE: December 6, 2024

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: Approve BC Mobile 2.0 Privacy Policy

RECOMMENDED ACTION:

1. Approve the Privacy Policy for BC Mobile 2.0.

Approval of the recommended action will establish a privacy policy for BC Mobile 2.0.

ALTERNATIVE ACTION(S):

Alternatively, Administrative Council could elect to revise the policy and approve the policy with the changes.

FISCAL IMPACT:

There are no fiscal impacts associated with the recommended or alternative actions.

DISCUSSION:

As a part of the BC Mobile 2.0 migration, SJVLS must establish a privacy policy for the mobile app, because the app stores require apps to have one to be listed. SJVLS received a template privacy policy for BC Mobile 2.0 and updated it with SJVLS's name and the name of the app. The policy was sent to SJVLS's attorney for review.

SJVLS must have a privacy policy in place before we can move forward with setting up a test instance of the new app. Automation Committee reviewed and approve the policy as written.

PRIOR AGENDA REFERENCE:

No prior reference.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment 1 – Draft Privacy Policy for BC Mobile 2.0

Motion: _____   Second: _____

_____ PASSED   ____ REJECTED

Privacy Policy for San Joaquin Valley Library System App

This Privacy Policy applies to the mobile application, "ValleyCat," developed by SirsiDynix in collaboration with the San Joaquin Valley Library System ("we", "us", or "our").

This Privacy Policy applies to the mobile application, "ValleyCat" with the following app identifiers:

- Google Play: ValleyCat
- Apple App Store: ValleyCat

This app is provided by and made public by the San Joaquin Valley Library System and is operated under its policies. By using this app, you agree to be bound by these terms and conditions.

Data Collection

Personal Information

The app does not collect, store, or share any personal information. Users are not required to provide personal details such as name, email address, or contact information to use the app. However, email addresses may be required to access certain third-party digital content.

Usage Data

The app does collect non-identifiable device information to provide app usage statistics. This data includes, but is not limited to, device type, operating system, and app usage patterns. This information is used to improve the app and enhance the user experience. All data is aggregated and anonymized to ensure it cannot be used to identify any individual user.

Location Data

The app may optionally use both precise location data (such as GPS) and approximate location data (like Wi-Fi or cell tower information) to enhance certain features and functionalities. Users can opt out of location services through their device settings at any time to maintain their desired level of privacy and control over the app's functionality.

Data Storage

Any location data used for app functionality is not stored. Non-identifiable device information used for app usage statistics is aggregated and anonymized.

Data Sharing

The app does not share any personal information with third parties. This includes location data, which is neither collected nor shared. Aggregated and anonymized usage statistics are used solely for internal purposes to improve the app.

Security

The app does not collect or store user data, and we are committed to maintaining a secure app environment. Various security measures are implemented to ensure the safety of the app.

Account Creation and Deletion of User Data

In the event that the San Joaquin Valley Library System enables the creation of a library patron account in ValleyCat, the application will provide an in-app URL so that users can request deletion of their user data. ValleyCat does not require users to create an account for basic functionality. However, certain features may require the provision of additional information or account creation for increased functionality. If account creation is enabled in ValleyCat, users will have the right to request deletion of their personal data directly through the application's interface by visiting the account deletion URL located in-app.

Changes to This Privacy Policy

We may update this Privacy Policy from time to time. Any changes will be posted on this page with an updated revision date. Please review this Privacy Policy periodically for any updates.

Contact Us

If you have any questions or concerns about this Privacy Policy or our data practices, please contact the San Joaquin Valley Library System using any of the following:

- Contact Us: https://www.sjvls.org/contact
- Email: info@sjvls.org

Effective Date

This Privacy Policy is effective as of January 1, 2025.

DATE: December 6, 2024

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: Automation Committee Recommendation to Migrate to CloudNine

RECOMMENDED ACTION:

1. Approve Automation Committee's recommendation to migrate PC Reservation to CloudNine.
2. Approve using Fund Balance to pay for the migration expenditures in an amount not to exceed $23,000.

Approval of the recommended action will approve Automation Committee's recommendation to migrate PC Reservation to CloudNine and pay the migration expenses from the Technology Plan.

ALTERNATIVE ACTION(S):

Alternatively, Administrative Council could elect to take one of the following actions:

ALTERNATIVE ACTION #1

Do not migrate to CloudNine and continue using PC Reservation. We will not receive any further upgrades nor any new features or enhancements.

ALTERNATIVE ACTION #2

Do not migrate to CloudNine and issue an RFP for PC Management and Printing Services. There is no guarantee that we'll end up with a better or cheaper option.

FISCAL IMPACT:

Approval of the recommended action will not increase membership dues in the current fiscal year. Approval will increase expenditures for Maintenance of Equipment in the amount of $22,373.50, which will need to be funded with a withdrawal from SJVLS's restricted fund balance, via the Technology Plan. It will also commit SJVLS to expenditures of $21,880.95 in FY 2025-26 and $22,974.99 in FY 2026-27.

The future years costs will not increase membership dues, as the cost results in a reduction from SJVLS's current subscription costs for PC Reservation, which were $23,121.55 in FY 2024-25. Assuming the current subscription costs remained the same for FY2025-26 and 2026-27, this results in a cost savings of $1,240.60 for FY2025-26 and $1,094.04 for FY2026-27.

DISCUSSION:

Envisionware has released CloudNine, their next-generation platform for PC Reservation Management, and are offering current PC Reservation subscribers a 10% discount on their subscription and migration costs if they commit to migrating to CloudNine before December 31, 2024.

CloudNine is a cloud-based platform that allows libraries to stop having a workstation

dedicated to running a PC Reservation server at each branch. Staff can manage PC settings, reservation times, customize branding, and other setting and features from a web-based admin tool. Patrons can see availability and can reserve a PC through a web app before arriving at the library. Overall, it looks like a significant improvement from PC Reservation.

Taking advantage of the discount requires a minimum 3-year commitment to remain on CloudNine. Subscription costs will increase by 5% annually during the 3-year period. The table below details the annual costs for the subscription period.

CloudNine Annual Costs			
Product	**Year 1**	**Year 2**	**Year 3**
CloudNine License	$13,005.00	$13,655.25	$14,338.00
Migration Costs (professional services)	$3,150.00		
Migration Discount (10%)	-$1,615.50		
First Building License	$135.15	$141.91	$149.00
Additional Buildings Licenses (104)	$5,215.60	$5,476.38	$5,750.20
Workstation Client Licenses (1,075)	$2,483.25	$2,607.41	$2,737.78
Total Costs	**$22,373.50**	**$21,880.95**	**$22,974.99**

Automation Committee was presented the same information and recommended SJVLS migrate to CloudNine.

PRIOR AGENDA REFERENCE:

Administrative Council Meeting – October 4, 2024. Item 5.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On File – Envisionware CloudNine Migration Quote

Motion: Second:

_____ PASSED   ____ REJECTED

California State Library, Library Development Services
Cooperative Library System Liaison Report
Updated December 2, 2024

State Library News

LDS Newsletter

Sign up today for our new newsletter! Please share this with your teams.

New Rural and Tribal Library Programs Consultant

Lisa Lindsay is the newest Library Programs Consultant with the California State Library. She has over fifteen years of experience working in public libraries, including six years as a principal librarian for Fresno County, and most recently, she worked as the grants monitor for the State Library's Lunch at the Library project. In her new role she will be focused on providing support specifically for tribal and rural libraries. In the new year, watch for a monthly Community of Practice specific for staff working in rural libraries. Please also help spread the word about the IMLS Native American Library Services: Basic Grant, which is now open.

LSTA News

This is a reminder about the federal government's transition from the use of the D-U-N-S Number to the use of the Unique Entity Identifier (UEI). D-U-N-S numbers are no longer in use. Current federal award recipients and all future applicants/recipients will need to have an active UEI to be eligible to receive or continue to receive federal award funds. To register and/or for more information, please visit SAM.gov | Entity Registrations. If you have questions regarding this, please contact LSTAGrants@library.ca.gov.

The 2025-26 LSTA grant program cycle is opening soon. The State Library webpages will be updated with instructions and information about the opportunities in mid-December, and the application period will open shortly after the New Year. Please check your inboxes for further announcements from the State Library.

2023-2024 California Public Libraries Survey

California's 2023-2024 Public Libraries Survey opened for data input on September 3, 2024. The deadline for submission was October 31, 2024. **If you have not locked your survey, contact LibraryStatistics@library.ca.gov as soon as possible to discuss next steps.**

- **California Public Libraries Survey 23-24 Blank Form (Excel)**: Includes all questions, for use in gathering data for reporting. Includes information about changes for this fiscal year.
- **2023-2024 Survey Instructions**: Definitions for each data element.
- **Monthly Stats Workbook (Excel)**: An excel sheet to aid in tracking monthly stats and programming
- **FAQ**: Frequently asked questions about the survey.
- **View the August 29, 2024 Information Session Recording**

2022-2023 California Public Libraries Survey

The California Public Libraries Survey data for FY22-23 are now available. Access the entire dataset, five- and ten-year trend data, summary key ratios, and subject-specific tables in the public Ready Reports pages; more reports, including comparative data and an infographic, are available when directors and data submitters log in to their LibPAS accounts.

- **Ready Reports page available to the public**
- **Log in to LibPAS to access additional Ready Reports available to libraries**
- **LibPAS Video Tutorials Page**

Contact LibraryStatistics@library.ca.gov for help accessing your account or pulling reports from the portal. The Ready Reports were created in response to feedback from library directors. We welcome your thoughts and feedback; our intent is to organize and make the data accessible to you and your stakeholders to support equity-based, data-driven planning and decision-making.

2024 Library Service Area Populations

The 2024 report of the unduplicated population served by each California public library jurisdiction is available:

- **Population Certification Memo from the State Librarian** (pdf)
- **Persons Served by California Public Libraries** (Excel)
- **Data Source: E-1 Cities, Counties, and the State Population and Housing Estimates with Annual Percent Change — January 1, 2023 and 2024**

Marketing Toolkits

The California State Library's marketing toolkits are designed to help California libraries deliver consistent messaging about the services and resources you provide to your communities. This is part of an effort to help coordinate statewide messaging about the many great things libraries do every day. We encourage you to use the messages, graphics, and other resources to raise awareness and reinforce the value and impact libraries provide to their communities.

The California State Library has expanded its Library Marketing Toolkits for local libraries to include a Holiday and New Year's toolkit, including videos from California State Librarian Greg Lucas. The toolkit encourages Californians to reach for their library card instead of a credit card to save money during the holidays. The marketing web page now includes press release templates, social media messaging suggestions, graphics, videos, and pictures.

California Revealed

California Revealed is a statewide initiative that helps public libraries, archives, museums, historical societies, and other heritage groups digitize, preserve, and provide online access to archival materials documenting the state's histories, arts, and cultures. The kaleidoscopic view

of California cultures and histories represented by California Revealed collections offers countless opportunities for individuals and communities looking to integrate sources into their course of study as well as into their daily lives.

The accomplishments of this program dramatically increased access to, and use, of primary source materials related to California histories, arts, and cultures. The greatest impact is the ever-expansive reference resource available at California Revealed. If you visit or have recently visited the CA Revealed website, please take a moment to fill out the website user survey. User feedback is critical in helping the project improve website experience and better understand its benefits to the community. For any comments or questions, please contact CARevealed@library.ca.gov or team@californiarevealed.org.

California Freedom To Read Act

The California Freedom to Read Act requires every public library jurisdiction that directly receives any state funding to establish, adopt, and maintain a written and publicly accessible collection development policy for its libraries by January 1, 2026. The State Library has set up this webpage to help libraries in complying with the law.

At the State Library, we would like to see the language in the bill in your collection development policies as is. We cannot provide any legal interpretation or advice on the language submitted.

We understand that some libraries might experience a challenge with this request, so we urge you reach out very soon if this is the case to collectiondevelopmentpolicy@library.ca.gov. Please keep in mind you have until January 1, 2026, to have your policy on file with the State Library.

We will offer libraries the opportunity to demonstrate how their policy complies with the language in the new law. This information would come in the form of an attachment to your policy, from the library director, that clearly explains how your policy's language maps to the language in the law. As a reminder, we at the State Library are consultants and administrators and we cannot provide a legal interpretation of your policy.

State Library staff are available to provide technical assistance to libraries who need help with their policies. If you would like to speak with a State Library staff member about your policy or the bill, please email collectiondevelopmentpolicy@library.ca.gov with your request.

Open Opportunities

Career Online High School
The Career Online High School (COHS) program is open to all public libraries in the state and **no longer requires libraries to provide a local cash match commitment to participate**. Libraries

may opt into the COHS program at any time using the [COHS Interest Form](#), and will receive training and implementation support, have access to the California State Library's universal scholarship supply, and complete a short mid-year and end-of-year report. COHS questions can be sent to cohs@library.ca.gov

Student Success Cards for All Working Group

The California State Library is seeking volunteer members for a Student Success Cards for All Working Group. Time as a member of the working group will allow library staff to share their experiences and expertise with Student Success Card partnerships.

Members will support libraries working on Student Success Card partnerships by helping develop the following:

- Toolkits.
- Networking calls.
- Training opportunities.

Working group members should have:

- Experience in developing, promoting, and implementing a Student Success Card program in their library.
- Skills in establishing and continuing partnerships with school districts.
- Time to commit to working group virtual meetings and assignments.

[Interest forms](#) are due on **Wednesday January 8th, 2025 at 12:00 pm noon**.

For more information visit the [Student Success Cards for All Working Group](#) webpage or email the State Library at studentsuccess@library.ca.gov with any questions.

Current Projects and Services

Alexander Street Now available for Public Libraries

Last year [COMPASS from the State Library](#) (formerly known as the K-12 Online Resources program) made a suite of performing-arts video and audio perpetual-licensed content available for all public schools and local libraries, no cost to any local entity. The audio and video collections include library performing rights too (with the exception of the National Theatre collection) – a great addition for local programming for all ages.

Now there's more! COMPASS has now added to the Alexander Street perpetual-licensed content starting in August 2024. The State Library plans to announce the additions formally in mid-August, but local libraries can [add these items to their collections through MARC records](#) and include links on their websites immediately.

The additions include **over 10,000 drama scripts** from 10 different Alexander Street/ProQuest collections, as well as new video collections – **American History in Video**, and the **CNN video documentary collection**. There are also expansions to current collections like the video collection of Black music from **Qwest TV** and the **Dance In Video** collection, which now includes hundreds of instructional videos.

COMPASS and ProQuest have provided a recording of a [previous training for set up in July](#) that can be reviewed ([slide deck](#) available too), and will be announcing additional content-based overviews in the press announcement. You can learn more through [a recent COMPASS newsletter](#), and can [sign up for new announcements](#) too. Questions? Contact [compass@library.ca.gov](#).

California Library Literacy Services – Ongoing

For information on ongoing training, visit the CLLS training and meeting [calendar.](#) Training on Digital BRIDGES and monthly networking calls for general CLLS topics, family literacy, and ESL are scheduled for December. The Adult Learner Leadership Institute project has announced four cohort dates for 2025. The CLLS website has migrated to the California State Library: [https://www.library.ca.gov/services/to-libraries/clls/](#) For more information on any of these programs, contact [clls@library.ca.gov](#). CLLS is State funded, and Literacy Initiatives projects are LSTA funded.

California Libraries Learn (CALL) – Local CALL opportunity (Submit by December 31, 2024) and ongoing CALL

Local CALL - Do you have a training topic to bring to your region? Would you like to network and learn with library colleagues near you? CALL has been listening and we know you want more in-person events, but it's hard to take time away from your library. [Local CALL](#) provides a chance for your library, or library cooperative, to host a learning event and invite your colleagues. CALL will provide financial support up to $5,000. For more details and guidelines see the [CALL Blog](#) and the [Local CALL Interest Form.](#) Now you can learn, network, stay local and support your staff and colleagues with Local CALL! **Submit your interest form by December 31, 2024.**

Ongoing CALL - Access professional development for *all* members of your staff by visiting [www.callacademy.org](#) and the CALL [calendar](#). [Subscribe to the CALL Letters newsletter](#) for weekly updates. Have a good training idea? Anyone can complete the [CALL for Presentations.](#) Encourage all levels of your staff to [create a login](#) to access the many online, self-paced learning opportunities available through [CALL Academy](#). LSTA funded.

Community-Centered Libraries

The second year of [Community-Centered Libraries](#), a training initiative presented by the State Library and Pacific Library Partnership, focuses on building the skills of public library workers in two areas:

- Creating data visualizations (such as infographics report materials) using an equity lens
- Conducting culturally relevant needs assessments

Upcoming webinars and recordings of previous sessions are available on the Community-Centered Libraries webpage and in CALL Academy.

eBooks for all - Ongoing

The eBooks for All project is going strong in California. Checkouts continue to grow at about 10 percent per month!

Califa recently announced that California now has access to an 'always available' collection of approximately 3000 eAudiobooks from Blackstone Audio. If you are on Palace, those titles are automatically available to your users!

If you are interested in joining the project, you can email ebooksforall@library.ca.gov for onboarding steps. Presently, there are grant funds available to cover any onboarding costs.

Parks Pass Program – Ongoing

As a result of budget legislation signed by the Governor in late June, Parks Passes will be accepted by State Parks until December 31, 2025.

A toolkit is available to support marketing, circulation, programming, and more. It has been updated to make the information cleaner and more accessible. The public can access information on the State Parks Pass at checkoutcastateparks.com

If you need more parks passes, bookmarks, or survey flyers, please fill out the new order form from State Parks. For any questions, email parkspass@library.ca.gov. State of CA funded.

PolicyMap Statewide Subscription for all public library workers

The Community-Centered Libraries initiative includes free PolicyMap accounts for all California public library staff. The online mapping tool, which includes library jurisdiction boundaries, enables users to view rich data about the communities in your service areas. View a recording of the initial training session and request an account today! LSTA funded.

Public Library Staff Education Program (PLSEP) 2024-2025 Applications Under Review

The call for student applications for the 2024-2025 Public Library Staff Education Program (PLSEP) is closed, as of October 31, 2024. In December 2024, all applicants will be notified about the status of their requests, whether funded, not funded, or placed on a waiting list. PLSEP is a partnership of the California State Library and the Southern California Library Cooperative. View the PLSEP timeline. Contact the PLSEP team at wwalker@socallibraries.org with any questions.

Ready – Or Not: Cultural Heritage Disaster Preparedness Project

The Cultural Heritage Disaster Preparedness Project is a California State Library initiative, in partnership with the Northeast Document Conservation Center and Myriad Consulting & Training, to support local assistance grants and support the creation of disaster preparedness plans to protect at-risk art, historically and culturally significant collections that are publicly and privately held among California's underserved and underrepresented communities. To see some of the diverse places the Ready — Or Not team has assessed for disaster preparedness, browse the Ready — Or Not Participant Showcase. State of CA funded.

California organizations that care for cultural and historic resources (e.g., archives, libraries, museums, and tribal nations) can schedule a free emergency preparedness assessment at "Ready — Or Not": Cultural Heritage Disaster Preparedness Project — NEDCC. The webpage also provides information sessions tailored to organizations just getting started on their disaster plan, community archives, organizations with limited resources, remote and rural museums, tribal cultural heritage organizations, and public libraries. These half-hour online information sessions summarize the state-funded project and explore ways to engage in emergency preparedness consultations. California heritage institutions can request a free emergency preparedness assessment by filling out an online form, emailing CAready@nedcc.org, or calling 855-501-3020.

Networking and Training

CAreer Pathways Workforce & Upskilling Resources: Sunsetted September 2024
Access to the Career Pathways resources has ended, View the August 2024 Sunsetting CAreer Pathways webinar. If your library is interested in continuing any of these resources, we encourage you to reach out to the vendors directly. Thank you for your help in making our program a success these last two years!

Next Directors Networking Call
There will be no Public Library Directors Networking Call in December. The January call will be on Wednesday, January 15, 2025 at 3:30 p.m.

Projects marked "LSTA funded" are supported in whole or in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.

Projects marked "State of CA funded" are supported in whole or in part by funding provided by the State of California, administered by the California State Library.